

REQUEST FOR PROPOSALS

LEASE/OPERATION OF RESTAURANT AT GRAY'S CREEK MARINA, SURRY COUNTY

RFP #BC2015-01

General:

Surry County Virginia seeks to identify interested parties to enter into a lease to operate a restaurant with four (4) furnished motel type apartments at the Gray's Creek Marina facility which is owned by the County. This existing restaurant structure is being extensively renovated and will become an integral part of the entire marina complex that will also include 48 boat slips, a boat ramp, kayak & canoe rental/launching area, community fishing and crabbing pier, environmental amenities and a bait/tackle shop. Surry County intends for the new restaurant to be the prominent draw for visitors to the marina complex. Responses to this RFP must be received by Surry County at the address indicated below no later than 4pm on Friday, May 15, 2015.

Background: Purpose:

The Gray's Creek Marina is located at the end of Marina Drive (Rt. 659) and is currently undergoing an extensive rehabilitation. The property is owned by Surry County and will be managed through the County Administrator's office. The successful lessee shall work as an independent contractor leasing the property from the County. The existing restaurant/hotel building will be renovated by the County to include an entirely new exterior waterfront appearance, new bathrooms, a centralized main entrance, a new exterior deck area overlooking Gray's Creek and the marina, and four motel/efficiency type apartments. It is expected that the apartments will serve the transient boating community that has been identified as one of the main customers for the restaurant.

The construction of the boat ramp and canoe/kayak launching area are completed. Construction for the renovation of the restaurant is expected to commence in April, 2015 and be completed by the first of July, 2015. The construction for the new marina is scheduled to commence in the summer of 2015 and is not expected to adversely impact the new restaurant operations.

Restaurant Facility, Utilities and Services:

The exterior of the restaurant building will undergo renovations to convey a "coastal vernacular" for the building. New exterior improvements such as Hardi-Plank siding, an apartment access stairs and light screening systems will be strategically placed to shield unsightly elements such as exhaust vents and electrical utilities. The first floor of the existing restaurant building will be reconfigured to include a separate restaurant entrance, new restrooms and separate bait & tackle shop that will be operated by the County. The second floor of the restaurant building contains four

(4) similar apartments that may be included as leased space in this RFP as an option for the Lessee. The bait and tackle shop along with the marina operations, boat ramp and canoe/kayak rentals are not included as part of this Lease RFP. If the Lessee elects to not operate the motel/apartments, they will be operated by the County.

The restaurant will be served by separate electrical, telephone, sewage and water meters and the cost of these services, as well as appropriate trash removal, will be the responsibility of the lessee. The lessee will be responsible for all routine maintenance, upkeep and cleaning of the leased spaces and equipment. Surry County will provide routine cleaning and maintenance of the parking lots, boat ramp, and canoe/kayak launching area, sidewalks and marina facility. The county will repair any plumbing problems that occur below the floor of the lessee's space or other problems identified as structural in nature.

Location:

The restaurant is located at the end of Marina Drive, Route 659, which connects to Route 31, the highway between Surry County Courthouse and the Jamestown-Scotland Ferry.



The location is adjacent to a residential neighborhood and situated near an upscale residential development and the historical Smith's Fort Plantation.

Restaurant Area:

The entire building encompasses 5,161 square feet and the restaurant will encompass 1722 sf. The main dining area will accommodate 118 occupants plus a 900 sf outdoor deck accommodating an additional 46 occupants. The current second floor apartment layout features four (4) similar single bedroom apartments spaced along a single corridor. Access to the second floor will be via a separate wooden staircase to be located near the front of the building. It is anticipated that the successful lessee will provide input into the final configuration, design, equipment and interior finishes of the overall restaurant space. The bait and tackle shop will be located on the eastern side

of the existing restaurant building nearest the boat ramp and canoe/kayak launching area. It will have its own entrance, be separated from the restaurant and will monitor and manage the marina operations from this space. Below is a rendering of what the finished building will look like.





Restaurant Operations:

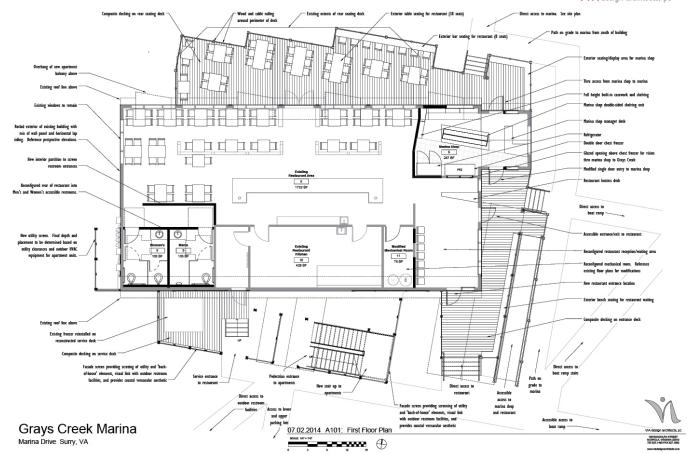
It is the goal of Surry County to have a <u>first class restaurant</u> located in this facility. As stated earlier, the Lessee has the **option** of including the four (4) motel/apartments as part of the leased space. The following guidelines are to be used for the restaurant's operation:

1. Alcoholic Beverages. It is specifically the intent of Surry County that the restaurant NOT be operated, or give the appearance of being operated, as a bar. However, to be successful, alcoholic beverages may be served in support of, and subordinate to, the operation of a restaurant. Off-premises alcoholic sales will not be permitted. Serving alcoholic beverages

- will be subject to the lessee obtaining appropriate permits from the Virginia Alcoholic Beverage Control and Surry County.
- 2. Type of Food. A good quality full service "Seafood" type of restaurant is envisioned. Breakfast, lunch, dinner and evening weekend service is desired.
- 3. Entertainment. Entertainment will be permitted only in support of and subordinate to restaurant operations. The type of entertainment must be appropriate to the clientele of the restaurant, marina and guests, including young children. The hours which entertainment will be permitted are to be determined later.
- 4. Sole Operation. To help ensure the success of the lessee's operations, Surry County will not permit another restaurant facility, sandwich shop or other food outlet to operate within the marina property.
- 5. Sublease Restrictions. Surry County will not permit the lessee to sublease the restaurant and/or apartments.
- 6. Operations and Maintenance. It is the responsibility of the lessee to make any further improvements, subject to prior approval of the County, and to operate the restaurant and/or apartments in compliance with all relevant federal, state and local codes and regulations. All improvements to the building, including installation of large appliances, shall become the property of Surry County at the termination of the lease.
- 7. Smoking. Smoking will not be permitted within the facility. Smoking on the outside decks may be permitted.
- 8. Record Keeping. The County shall require that access be provided to the sales records in order to maintain the County's interest in any revenue sharing offer. Records shall be maintained for the entire period of the lease, including any extensions. Complete copies of sales records shall be provided to the County for audit at the end of each year, these records shall become the property of Surry County.
- 9. Save Harmless. The lessee shall defend, indemnify and save Surry County harmless from any and all claims and law suits arising from the lessee's operations. The County shall be named as additional insured on the lessee's liability policy and as an alternate employer on the lessee's Workers' Compensation policy.
- 10. Additional Considerations. Food service to the boating community, boat ramp users and fishing pier occupants is encouraged. Significant transient boat traffic is anticipated and limited free guest boat docking spaces will be provided at the marina on a first come basis. A "box lunch" type of service may be considered for the boat ramp and canoe/kayak users as a carry out service.

first floor plan: restaurant/marina office renovations





Request For Proposal, Response Elements:

The response for the RFP should include the following information:

- Identify desired time period of lease and renewal options and if apartments are included.
- Description of the concept planned for the restaurant operations and/or apartments.
- Include the days the restaurant will be open for business each week and the hours of operation expected for each week and week day.
- Provide a sample menu showing the type of food served (i.e., breakfast, lunch, dinner and/or after dinner) with proposed pricing information.
- Note the hours during which each meal will be served.
- Note if entertainment is planned as part of the restaurant operations and if so, describe the type of entertainment and proposed schedule.
- Include a general business plan for the restaurant operations and/or apartments to include an annual financial plan and budget for operating the restaurant and lodge and anticipated number of customers. Also include a "cost share" with the County explaining the percentage of profits paid back to the County or monthly rent.

- Describe any plans for advertising or promoting restaurant operations to the public including advertising and social Medias. Also describe any plans for serving the marina operations, fishing piers, boat ramp, etc.
- Name, address, e-mail and telephone numbers of the prospect lessee.
- Complete resume of the prospective lessee and all principal personnel to be involved in the management and operation of the restaurant.
- Evidence of personal experience of the lessee and principal personnel specifically with the management and operation of restaurant facilities.
- Financial statement of the prospective lessee indicating sufficient resources available for the successful promotion, management and operation of the restaurant facility.
- Names, address, e-mails and telephone numbers of at least three (3) references of individuals with direct knowledge of the experience of the lessee and principals involved in restaurant management and operation.

Primary selection criteria:

- Potential return to the County
- Ouality of concept and business plan
- Fit with the overall redevelopment of the marina complex and its objectives
- Experience of owner and operator
- Financial capability
- References
- Innovative ideas or plans to incorporate the restaurant into the overall marina complex
- Innovative ideas regarding marketing or promoting use of the restaurant facility

Schedule Information:

An on-site tour of the restaurant and property will take place on Thursday, April 9, 2015 at 10:00am. All potential lessees are encouraged to attend. Additional visits may be scheduled.

Respondents may be asked to interview during May, 2015.

Anticipated selection and notification of tentative candidate NLT June 1, 2015

Anticipated lease negotiations started and completed NLT June 15, 2015

Note, these dates are approximate and subject to change.

Response Requirements:

Three (3) copies of the RFP response must be received <u>no later than 4:00pm on Friday, May 15.</u> 2015 to:

Surry County Administration Office

ATT: Mr. Tyrone Franklin, Surry County Administrator

P. O. Box 65

45 School Street

Surry, VA. 23885

Evaluation of Proposals:

Evaluations will be made on the basis of the Selection Criteria outlined above. Surry County reserves the right to reject any and all proposals.

Award:

Proposals will be reviewed by the Surry County Restaurant Selection Committee. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those offering

proposals, based on the basis of the factors involved in the RFP. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each selected offeror the Committee shall select the offeror which, in their sole opinion, has made the best proposal, and shall make a recommendation to the Board of Supervisors, which shall award the contract.

Should the Restaurant Selection Committee determine, in their sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror by the Board of Supervisors.

Any questions concerning this RFP should be addressed to: Brian Camden, Project Manager, Alpha Corporation, 295 Bendix Road, Suite 340 Virginia Beach, VA. 23452 (757) 419-2306

E-mail; Brian.Camden@alphacorporation.com